



# USAID | HONDURAS

FROM THE AMERICAN PEOPLE

## Vacancy Announcement No. ST-FN-19-13

<b>OPEN TO:</b>	All interested candidates who have the required work and/or residency permit
<b>FULL LEVEL OF PERFORMANCE:</b>	FSN PSC – 10
<b>LOCATION OF POSITION:</b>	Economic Growth Office (EG), Tegucigalpa, Honduras
<b>POSITION TITLE:</b>	Project Management Specialist (Global Climate Change)
<b>OPENING DATE:</b>	April 23, 2013
<b>CLOSING DATE:</b>	May 8, 2013
<b>WORK HOURS:</b>	Monday through Friday (40 hours per week)
<b>SALARY:</b>	Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L. 438,571.00 to L. 745,563.00 per year.

### **BASIC FUNCTION:**

The main objective of the position is to support the Mission's Economic Growth (EG) Office by advancing its Global Climate Change (GCC) and biodiversity initiatives. Core responsibilities include serving as the Contracting Officer/Agreement Officer's Representative (COR/AOR) for the implementation of a key biodiversity and global climate change program, AOR for a biodiversity intergovernmental agreement with the United States Forest Service (USFS), as well as serving as activity manager for one regional environmental program. The incumbent will be expected to fully understand and apply USAID policies and procedures across our environment/GCC portfolio. S/he will also be responsible for establishing and maintaining a wide-network of relationships with representatives from both the public and private sectors.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

*This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.*

#### **1. Technical Expertise & Leadership - 20%**

Applies technical knowledge in the area of natural resource management, biodiversity and global climate change. Plays a key role in technical discussions with public and private sector organizations. Based on prior knowledge and experience, researches, analyzes and determines technical approach for programs. Advises Office Director and Mission Management on full range of environmental issues. Consults regularly with USAID Washington technical counterparts. Provides technical directions to implementing partners.

#### **2. Program Design & Management – 50%**

(a) S/he will serve as the AOR/COR at full performance level; (b) provides management and administrative oversight of contracts and agreements, including monitoring grantee and contractor performance; (c) s/he will be responsible for tracking quantitative results for all GCC programs, and rolling these results into the EG results framework; (d) for new mechanisms, serves on technical evaluation committees and the preparation of design documents; (e) backstops short-term consultants related to global climate change and the environment, and serves as site officer or control officer for visits to GCC programs; (f) develops and maintains a host of program management tools – including work plans, gannt charts, trackers, etc. to ensure the sound and efficient management of GCC programs.

#### **3. Budgeting & Financial Oversight – 10%**

As AOR/COR and Activity Manager, the incumbent is responsible for monitoring and verifying contractor/grantee expenditures through review of regular financial reports/vouchers against program budgets, meetings with program implementers and field

visits. Develops and executes internal procurement documents to fund programs. Works collaboratively with the mission's Office of Financial Management to assure compliance with USAID financial policies (i.e. forward funding guidelines, etc.). S/he will make recommendations on earmark levels for GCC and biodiversity earmarks for future fiscal years.

**4. Program Outreach and Communications – 10%**

In collaboration with Mission, Embassy, and implementing partner communications teams develops public relations materials (including website content, speeches, talking points and press releases) and as a technical professional represents and speaks publicly on behalf of USAID/Honduras at relevant meetings, public events, conferences, seminars, and other venues held in country, as well as in the region and in the U.S. Prepares regular performance reports and planning documents for communicating on program results to Washington.

**5. Donor and Government Coordination – 10%**

Maintains regular contacts with other international donor institutions working in Honduras, e.g. the Inter-American Development Bank, the World Bank, the European Union, GTZ, and other regional and bilateral development assistance agencies, in the areas of global climate change. S/he will also be intimately familiar with the protected areas system and the co-managers for each of the target protected areas. Moreover, s/he will work closely with counterparts in the Government of Honduras, including SERNA and ICF, up to the Vice Minister level, at full performance level.

**REQUIRED QUALIFICATIONS:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**EDUCATION:** A Masters' degree is required in any of the following areas: Natural Resource Management, International Development, Business Administration, Economics, Environmental/Public Policy, Biodiversity/Ecology/science-based field, or other closely related field.

**EXPERIENCE:** At least five years in the administration, design, management and/or monitoring/evaluation of development projects is required. Must have experience with policy analysis, formulation and dialogue with government institutions and/or international development organizations. Must have substantive experience working on issues/policies/programs associated with addressing global climate change and threats to biodiversity and practical experience with economic and environmental matter.

**LANGUAGE:** Level IV (fluency) in English and Spanish is required. This will be tested. At this level, the incumbent must have a high degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter. Written English skills are particularly important. Must be able to clearly express ideas moreover, concepts accurately both verbally and in writing.

**KNOWLEDGE:** Must have detailed knowledge of the Honduran environmental natural resources and economic development topics including renewable energy, global climate change, conservation of private lands, biodiversity and protected areas management is particularly relevant. Good understanding of project management, design, and administration is required.

**SKILLS AND ABILITIES:** Must have excellent computer skills to prepare reports and briefing information materials. Must have ability to manage programs, including performance and financial management. Ability to analyze conditions and data to detect constraints or advantages in supporting policy changes is required. Must be able to both lead a team and work as part of a team. Interpersonal and leadership skills are required in order to be able to manage all related programs with public and private sector organizations, and to maintain a wide range of senior level contacts with implementing partners and other counterparts.

**ADDITIONAL SELECTION CRITERIA:**

1. The Contracting Officer will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees (OR) must have worked in their present position for at least one year in order to be eligible for consideration.
3. Current Ordinarily Resident employees identified as needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Work Plan and Performance Evaluation Report are not eligible to apply.
4. All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
5. All Ordinarily Resident applicants must be a naturalized citizen of the host country or have the required work and/or residency permits to be eligible for consideration.

**TO APPLY:**

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae that provides the same information found on the UAE; plus
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

**By Mail:** Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.

**In Person:** Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos.

**Via Email:** [hrot3@state.gov](mailto:hrot3@state.gov)

**POINT OF CONTACT:**

Human Resources Office

Attention: Claudia Tovar

Telephone: 2236-9320 Ext. 4743; Fax: 2221-4002

**CLOSING DATE FOR THIS POSITION: May 8, 2013**

The US Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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See <http://honduras.usembassy.gov> or <http://transition.usaid.gov/hn/employment.html>  
for additional information and employment opportunities

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## Appendix A

1. **Not Ordinarily Resident (NOR)** - An individual who:
  - Is not a citizen of the host country; and,
  - Does not ordinarily reside (*OR*, see below) in the host country; and,
  - Is not subject to host country employment and tax laws; and,
  - Has a US Social Security Number (SSN).
  - NOR employees are compensated under a GS or FS salary schedule, not under the LCP.
2. **Ordinarily Resident (OR)** - A Foreign National or US citizen who:
  - Is a local resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.
  - EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).